Governance and Recordkeeping

Around the World

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Canada

Governance and Recordkeeping Around the World, an online newsletter published regularly by Library and Archives Canada (LAC), highlights issues pertaining to government and recordkeeping practices in the public and private sectors.

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Section 1—General News

Canada

Federal Government—House of Commons

Report recommends updating privacy law

A report issued by the federal government's Standing Committee on Access to Information, Privacy and Ethics is recommending several measures to bring the Personal Information Protection and Electronic Documents Act (PIPEDA) up to date.
See also: Statement from the Commissioner on a Parliamentary committee study of PIPEDA; PIPEDA: "Privacy Toolkit for Businesses"

Federal Government—Shared Services Canada

New public cloud computing services

The Government of Canada's new cloud services will increase access to government data and services. At this stage, the data, which includes storing publicly accessible collections such as archived material, government-generated open data, and big data sets generated by the scientific community, will be unclassified.

Federal Government—Treasury Board of Canada Secretariat

Government updates strategic plan for Information Management and Information Technology

First published in June 2016, the updated strategic plan of "Information Management and Information Technology 2017 to 2021" provides insight into the digital direction being established by the Government of Canada.
See also: "New Chief Executive Officer of the Canadian Digital Service"; "Mid-Term Self-Assessment Report on Canada's Third Biennial Plan to the Open Government Partnership 2016–2018"

Australia

Cultural institutions aim to digitize audiovisual collections by 2025

In a race to preserve audiovisual collections before they become obsolete and too fragile to access, the National Film and Sound Archive, the National Archives of Australia and the National Library of Australia have stated it is essential to complete digitization by 2025.
See also: "Deadline 2025: Collections at Risk" (National Film and Sound Archive)

Improving digital transformation capabilities is a priority for Australian federal agencies

The "State of the Service Report 2016-17" highlights the adoption of technology by Australian Public Service agencies for information management, productivity and efficiency improvement, and enhancing information-sharing and citizen engagement.

France

Electronic signatures decree issued (French only)

The government of France has issued a decree pertaining to electronic signatures.
See also: "Droits de réutilisation : les Archives nationales optent pour l'ouverture et la gratuité des données" (French only)

Ireland

Half a million books to be preserved

As part of its campaign "Reimagining the National Library" the National Library of Ireland is spending €10 million to preserve 500,000 books over the next four years. (Includes video)

New Zealand

Focus is placed on blockchain technology

A blockchain-based pilot project has been launched that will test data sets and provide IT platforms with the goal of assisting New Zealand government departments to manage sensitive data and improve their operations.

Archives New Zealand is now accepting born-digital records

Government agencies are now able to transfer born-digital records to Archives New Zealand. Digital Preservation Analyst Jan Hutař provides additional information.
See also: "New and updated digital transfer guidance"

Singapore

New platform to improve government digital services

The Singapore Government Technology Stack is a centrally managed platform for public-sector agencies to build their digital applications and make common digital services and infrastructure available to all government agencies.
See also: Mobile app to simplify access to government services

Switzerland

Deadline for retaining Federal Council documents reduced to 30 years **(French only)**

> **The government has changed the timeframe for the retention of documents that the Federal Chancellery delivers to the Federal Archives. As of December 1, 2017, the retention period was reduced from 50 to 30 years.**

United Kingdom

At least 89 digital services to be available by 2020

> **The government has announced it has begun work on making more digital services available to the public by 2020 including 40 major transformation programs.**
> **See also:** "More than 100 services are now running on government common platforms"; Letter from the Prime Minister on government transparency and open data; Cabinet Office launches new Shared Services strategy

Program to support cataloguing of archive collections

> **Launched by The National Archives of the United Kingdom, the** Archives Revealed **program will support archive services across the United Kingdom to make uncatalogued archive collections accessible and available.**
> **See also: Position Paper:** "Digital Cataloguing Practices at The National Archives"

United States

Federal Government

Library of Congress will no longer preserve every public tweet

> **Since 2006 the Library of Congress has saved every tweet. However, as of January 1, 2018, tweets will now be acquired on a** "selective basis," **which will "...be thematic and event-based, including events such as elections, or themes of ongoing national interest, e.g., public policy."**

Federal agencies to rely more on hybrid cloud

> **A** majority **of United States federal agencies believe that within 10 years they will rely on hybrid cloud environments to power core applications.**
> **See also:** National Archives and Records Administration begins cloud computing project; "Why the Cloud Is Inevitable For Federal Agencies" **(United States);** "Roundtable: Cloud computing in the public sector" **(Scotland);** New strategy will make it easier for government agencies to move to the cloud **(Australia);** Public organizations move to the cloud in 2018 **(South Korea)**

Section 2—Events

Annual Meetings and Conferences

National

May 2018

ARMA Canada 2018 Conference

28–30 May 2018
Vancouver, British Columbia, Canada

May/June 2018

47e Congrès de l'Association des archivists du Québec **(French only)**

30 May–1 June 2018
Drummondville, Quebec, Canada

June 2018

2018 Association of Canadian Archivists Conference

6–9 June 2018
Edmonton, Alberta, Canada

2018 Access and Privacy Conference

25–27 June 2018
Edmonton, Alberta, Canada

November 2018

Rethinking Digital Government

7–9 November 2018
Ottawa, Ontario, Canada

International

September 2018

Dublin Core Metadata Initiative (DCMI) Annual International Conference 2018 **and** 22nd International Conference on Theory and Practice of Digital Libraries (TPDL 2018)

10–13 September 2018
Porto, Portugal

13th International Conference on Digital Information Management (ICDIM 2018)

24–26 September 2018
Berlin, Germany

iPres 2018: the 15th International Conference on Digital Preservation

24–27 September 2018
Boston, Massachusetts, United States

Australian Society of Archivists 2018 Conference

24–28 September 2018
Perth, Australia

International Open Data Conference (IODC 2018)

27–28 September 2018
Buenos Aires, Argentina

October 2018

2ème édition du colloque international sur les bibliothèques et archives à l'ère des humanités numériques **(French only)**

3–5 October 2018
Paris, France

National Digital Stewardship Alliance (NDSA) Digital Preservation 2018 Annual Conference

17–18 October 2018
Las Vegas, Nevada, United States

ARMA 2018: 63rd Annual Conference and Expo

22–24 October 2018
Anaheim, California, United States

Section 3—Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada

University of Waterloo and York University—Archives Unleashed project

Launched in 2017, this three-year project will develop web archive search and data analysis tools to enable scholars and librarians to access, share, and investigate recent history since the early days of the World Wide Web.
See also: Social media deciphering old postcards **(University of Prince Edward Island)**

Australia

National Library—Digital library infrastructure replacement project

Begun in June 2017, the project's goal to modernize the National Library of Australia's traditional archival capabilities for the digital era has resulted in a faster workflow. For example, a 200-page book can now be digitized 80 percent faster and, as of November 2017, the Library had digitized 1.53 million book and journal pages, up from just 15,000 three years ago.
See also: Digital Library Infrastructure Replacement Program Details

Europe

Long-term preservation project: Managing archival documents

The Historical Archives of the European Union and Dedagroup are working together on an innovative approach and methodology that will ensure that the collections held at the European University Institute **in Florence, Italy, will be preserved for the long term and have greater public use.**

France

National Archives—"Salle des inventaires virtuelle" **(online catalogue) (French only)**

Through the "Salle des inventaires virtuelle," **the National Archives online catalogue, approximately 24,000 online finding aids and 8 million digitized images are published online.**
See also: National Archives of France: Launch of new website**; Video:** "Voeux de Nouvel An des Archives de l'État en Belgique"

New Zealand

National Library—Collecting Social Media

An update from the National Library of New Zealand on the collection of social media including current issues, challenges, priorities and trends.

The Netherlands

"NEWSGAC (News Genres: Advancing Media History by Transparent Automatic Genre Classification)" project

Researchers will develop metrics and guidelines to make bias and error of a wide range of machine-learning approaches and pre-processing steps transparent, thereby enabling scholars in the humanities and social sciences to do large-scale data analysis while at the same time critically evaluate the methodological effects of the use of machine learning.

United Kingdom

Federal Government—Cloud transformation project

The Home Office department has completed what it calls one of the largest cloud transformation projects in the United Kingdom government. Ten billion rows of data representing 70 million cases relating to 80 million individuals was migrated to a new cloud platform.
See also: Case study

National Archives—What's happening at The National Archives: Digitizing 1,000 years of history

Digital director John Sheridan discusses how new technology is changing not only how the United Kingdom's official archive operates but is altering the very nature of archiving.
See also: "A Year in Archives 2017"; "Modelling our digital archival data"

Transport for London—Digital archiving project (Case study)

Tamara Thornhill, corporate archivist at Transport for London, talks about the project to archive the transport-related digital material around the delivery and support of the 2012 London summer Olympics Games, including lessons learned.

United States

Library of Congress—Using crowdsourcing technology

As part of its 21st Century strategy, the Library of Congress is working to deploy state-of-the-art technology to fulfill its mission. (Includes video)

Various Organizations—Investigating, Synchronizing, and Modeling a Range of Archival Workflows for Born-Digital Content project

This project will significantly impact curation practices by increasing the understanding of how institutions of different sizes and types may engage in Operations Support Systems tool integration and workflow development.

Products and Tools from Around the World

Canada

Library and Archives Canada—Collection Search[BETA]

> **Library and Archives Canada's newest search tool allows users to navigate through library and archival records with just one search term or phrase.**
> **See also: Co-Lab (new crowdsourcing tool)**

University of British Columbia—Video: "Records Management 101: Document Naming Conventions"

> **This video introduces naming conventions for electronic records.**
> **See also: "Best Practices for File Naming"; "Universal Electronic Records Management Requirements"; "Metadata Requirements for Permanent Electronic Records in the Cloud" (United States National Archives and Records Administration)**

Australia

Government of New South Wales—"Microsoft Office 365 in New South Wales Government agencies: jump in and start swimming quickly or try to achieve recordkeeping by design?"

> **Organizations are increasingly migrating their email, document storage, project management, collaboration and other business software to software-as-a-service platforms such as Microsoft Office 365. The different approaches organizations are taking are discussed.**

Government of New South Wales—"Approaches to managing social media records with long-term retention periods"

> **The State Archives and Records of New South Wales has produced guidance, which includes strategies and tools, to assist organizations in managing their social media records.**

France

Ressources pédagogiques de la thématique "Métadonnées" **(French only)**

> **Doranum has published four educational resources on metadata.**

Scotland

National Library—Cloud-based Ex Libris Alma™ library services platform and Primo® discovery and delivery solution

> **The National Library of Scotland has selected these solutions to assist the Library in managing its collections, increasing the visibility of resources, and handling the ever-growing quantity of electronic resources and print deposits.**

Switzerland

"Recommandations sur la gestion électronique des documents" **(French only)**

The Association Vaudoise des Archivistes has produced recommendations on the archival requirements to be applied when setting up an electronic document management system.

United Kingdom

National Archives—"Managing Digital Continuity" home page

The National Archives of the United Kingdom has created a managing digital continuity home page.
See also: "Web archiving and web continuity guidance" home page; "Information on web archiving" home page

Preservica—Preservica v5.9

This digital preservation and access solution simplifies digital preservation with the addition of new tools and features that libraries, museums, archives and organizations can use in the preservation of their information.

United States

M-Files—Intelligent Metadata Layer technology

This technology identifies and organizes information based on what it is, using key words such as a document's title or dates, rather than where the data resides. It provides access to the information in multiple repositories through desktop, mobile and web applications.
See also: Open Archives Initiative Protocol for Metadata Harvesting **(Digital Public Library of America)**

Texas State Library and Archives Commission—"To Bucket or Not to Bucket...?"

The Texas State Library and Archives Commission provides guidance on "big buckets," a term described by NARA as "a (large aggregation) schedule that consists of items covering multiple related series of records and/or records in electronic systems..."
See also: Beyond A to Z: Filing Tips to Organize Better; Princeton University Records Management home page; State Archives of North Carolina: Functional Schedule for State Agencies; **and** University of North Carolina General Records Retention and Disposition Schedule

Studies and Surveys

Canada

Survey: "Collections Management in Canadian Museums: 2016 Results"

Published by the Canadian Heritage Information Network, Federal Government of Canada.

In the spring of 2016, the Public Opinion Research unit of the Department of Canadian Heritage launched a Collections Management System Survey on behalf of the Canadian Heritage Information Network (CHIN) to gain a better understanding of the current realities in collections documentation and digitization in Canadian museums. CHIN received 236 responses.

Australia

Survey: "Report to the National Archives of Australia: Check-up Digital: Analysis of 2016 Survey Data"

Published by ACIL Allen Consulting PTY Ltd., May 23, 2017. [PDF]

This survey was developed by the National Archives of Australia and completed by Australian Government agencies between July and October 2016 as an annual self-assessment of their digital information capabilities. The findings are used to gauge the maturity of digital information capability development within Australian Government agencies. This, in turn, helps to inform policy development, improve accountability of agencies, and better target agency support services.

United Kingdom

Survey: "The role of Research Libraries in the creation, archiving, curation, and preservation of tools for the Digital Humanities"

Written by Christina Kamposiori. Published by Research Libraries UK (RLUK), July 2017.

The purpose of the report is to present and discuss the results of the "Research Libraries and Digital Humanities Tools" project undertaken by RLUK. The project explored the role that libraries currently have, or can potentially have, in the creation, archiving, curation, and preservation of tools for Digital Humanities research. A survey was conducted among professionals, largely from research libraries within the RLUK membership, who reported on the variety of Digital Humanities projects they support and the different ways in which they engage with scholarly work in the area.

See also: Video presentation by Christina Kamposiori: "Collections as tools for collaboration between librarians and digital humanities scholars"

Section 4—Selected Readings and Recordings

Articles, White Papers, Presentations, Reports, Videos and Podcasts

Canada

Speeches given by Dr. Guy Berthiaume, Librarian and Archivist of Canada, 2017.

"Because it is 2017: Recent initiatives at Library and Archives Canada" ; "Don't know much about geography: perspectives on local, regional and territorial archives" ; "The Future Lasts Forever. Memory Institutions: Not a Thing of the Past" ; "Doing more with more: the real value of memory organizations."

Report: "État des lieux sur les métadonnées relatives aux contenus culturels"
Published by the Observatoire de la culture et des communications of the Institut de la statistique du Québec, October 2017.

The report provides up-to-date information on the use of metadata in Quebec's cultural sector.

Australia

Article: "Overcoming the challenges of information capture"
Written by Vanilda Grando, Kodak Alaris Information Management. Featured in *IDM (Image & Data Manager)*, September 1, 2017.

Today, many organizations must find new and innovative ways to take the complexity out of information capture. This article highlights five key challenge areas where organizations can benefit from working with a solutions provider.

Article: "It's time to future-proof emailing archiving. Here's why"
Written by Garrett O'Hara, Principal Technical Consultant at Mimecast. Featured in *CSO*, October 11, 2017.

The author explains how and why organizations need to update their traditional archives systems.

France

Article: "Conservation des archives publiques : quels documents conserver et combien de temps?" **(French only)**
Written by Solaine Aupry, freelance reviewer. Featured in *Le Figaro Premium*, June 23, 2017.

This article discusses the management of public archives to better understand the methods followed in preserving public documents.

Switzerland

Podcast: "Les Echos de Vacarme – Quand l'Histoire s'écrit avec des 1 et des 0" (French only)
Featuring Gilbert Coutaz, Directeur des archives cantonales vaudoises and Olivier Glassey, Maître d'enseignement et de recherche à l'Université de Lausanne, June 25, 2017.

This podcast discusses the positive and negative impact of digital technology on collections and the challenges organizations face.
See also: Podcast: "Les métiers de l'ombre de la Berne fédérale : la Bibliothèque nationale"

United Kingdom

Digital Preservation Coalition Briefing Day Presentations: "Email Preservation: How Hard Can It Be?"
Session 1: July 6, 2017 and Session 2: January 24, 2018

These briefing days explore emerging technologies and tools used to ensure that email can be preserved as a record for the long term.

Paper: "Observing Web Archives: the Case for an Ethnographic Study of Web Archiving"
Written by Jessica Ogden, Susan Halford and Leslie Carr, University of Southampton, 2017.

This paper makes the case for studying the work of web archivists, in an effort to explore the ways in which practitioners shape the preservation and maintenance of the archived Web in its various forms.

United States

Article: "The Incredibly Compelling Case to Rethink Records Retention in 2018 and Beyond"
Written by Randolph A. Kahn, an internationally recognized authority on the legal, compliance and policy issues of business information, electronic records, e-business processes, and information technology. Featured in *business law today*, February 12, 2018.

The author discusses how organizations should manage their information and the 12 rules that can improve their record retention processes.
See also: "Next step in the content evolution" (United States); "Physical records management here to stay along with digital records" (United States and Canada)

"Descriptive Metadata for Web Archiving" February 2018.

OCLC Research established the Web Archiving Metadata Working Group to develop recommendations for descriptive metadata. Three reports have been published that cover recommendations to help institutions improve the consistency and efficiency of their metadata practices, a literature review of user needs, and a review of web harvesting tools.

Books

Selected Readings

William Saffady, Ph.D., *U.S. Record Retention Requirements: A Guide to 100 Commonly Encountered Records* (series) (2018)

> This book presents information on different types of records in a series of 14 parts.

Fabrice Papy and Cyril Jakubowicz, *Digital Libraries and Innovation* (1st Edition) (2017)

> The evolution of digital libraries is the result of an innovation movement that gives them a specific dynamic and produces two major effects: empowering users and increasing their number. This book takes the view that the combination of these effects is likely to have a positive impact not only from an economic point of view but more broadly from a social point of view.

Heather Ryan and Walker Sampson (Foreword by Trevor Owens, Head of Digital Content Management, Library of Congress), *The No-Nonsense Guide To Born-Digital Content* (2018)

> This book explains the step by step processes for developing and implementing born-digital content workflows in library and archive settings and includes a range of case studies collected from small, medium and large institutions internationally.

David Haynes, *Metadata for Information Management and Retrieval: Understanding metadata and its use* (2nd Edition) (2017)

> *Metadata for Information Management and Retrieval,* fully revised, brings the reader up to date with new technology and standards. The book contains new chapters on Metadata Standards and Encoding Schemes, assesses the current theory and practice of metadata and examines key developments in terms of both policy and technology.

Geoffrey Yeo, *Records, Information and Data* (2018)

> *Records, Information and Data* considers whether, and how, the management of records (and archives) differs from the management of information (and data). The book explores concepts of "records" and "archives" and sets today's recordkeeping and archival practices in their historical context. The author examines changing perceptions of the nature and purpose of records management and archival work, notions of convergence among information-related disciplines, and archivists' and records managers' attitudes to information and its governance.